

W Y O M I N G CAREERS®



USDA photo by
Ken Hammond



*Business, Management
& Administration*

Business, Management & Administration careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business, Management & Administration career opportunities are available in every sector of the economy.

Career Cluster Guide

2009-2010

CAREER CLUSTER MODEL

Industry and workplace knowledge and skills are taught and reinforced in all pathways and at all levels.



Highly specific career specialty skills are taught at the postsecondary level by colleges, trade schools, apprenticeships or other training options.

High schools offer some or all pathways to students and teach pathway-specific knowledge and skills.

PATHWAY

SPECIFIC OCCUPATIONS

Management	<ul style="list-style-type: none"> • Entrepreneurs • Chief Executives • General Managers • Accounting Managers • Accounts Payable Managers • Assistant Credit Managers • Billing Managers • Business and Development Managers • Compensation and Benefits Managers 	<ul style="list-style-type: none"> • Credit and Collections Managers • Payroll Managers • Risk Managers • Operations Managers • Public Relations Managers • Human Resource Managers • Management Analysts • Facilities Managers • Association Managers • Meeting and Convention Planners 	<ul style="list-style-type: none"> • Administrative Services Managers • Sports and Entertainment Managers • Hospital Management • Government Management • Public Organization Management • Manufacturing Management • Purchasing Management • First Line Supervisors • Public Relations Specialists • Senior Managers
Business Financial Management and Accounting	<ul style="list-style-type: none"> • Accountants • Accounting Clerks • Accounting Supervisors • Adjusters • Adjustment Clerks • Assistant Treasurers • Auditors • Bookkeepers • Budget Analysts 	<ul style="list-style-type: none"> • Budget Managers • Billing Supervisors • Cash Managers • Controllers • Merger and Acquisitions Managers • Price Analysts • Top Collections Executives • Top Investment Executives • Treasurers 	<ul style="list-style-type: none"> • Chief Financial Officers • Finance Directors • Certified Public Accountants • Accounts Receivable Clerks • Cost Accountants • Financial Accountants • Billing Clerks • Payroll Accounting Clerks
Human Resources	<ul style="list-style-type: none"> • Human Resources Managers • International Human Resources Managers • Human Resources Coordinators • Industrial Relations Directors • Compensation and Benefits Managers • Employment and Placement Managers • Employee Assistance Plan Managers • Training and Development Managers • Human Resources Consultants • Corporate Trainer Training and Development Specialists 	<ul style="list-style-type: none"> • Conciliators/Mediators/Arbitrators • Employer Relations Representatives • Labor and Personnel Relations Specialists • Affirmative Action Coordinators • Equal Employment Opportunity Specialists • OSHA/ADA Compliance Officers • Pay Equity Officers • Interpreters and Translators • Organizational Behaviorists • Occupational Analysts • Compensation, Benefits and Job Analyst Specialists 	<ul style="list-style-type: none"> • Human Resources Specialists • Information Systems Specialists • Meeting and Convention Planners • Employment Interviewers, Private or Public Employment Services • Personnel Recruiters • Human Resources Assistants • Payroll Professionals • Assignment Clerks • Identification Clerks • Human Resources Generalists • Human Resources Clerks
Business Analysis	<ul style="list-style-type: none"> • Systems Analysts • E-Commerce Analysts • Requirements Specialists • Marketing Analysts 	<ul style="list-style-type: none"> • Operations Research Analysts • Business Consultants • Business Analysts • Budget Analysts 	<ul style="list-style-type: none"> • Product Managers • Price Analysts
Marketing and Communications	<ul style="list-style-type: none"> • Marketing Managers • Assistant Marketing Managers • Sales Engineers • Sales Managers • Sales Representatives • Brokers • Agents • Assistant Store Managers • Department Managers • Assistant Department Managers • Salespersons • Customer Service Supervisors • Customer Service Consultants • Counter Persons • Customer Service Clerks • Product Managers • Project Managers • Research and Development Managers 	<ul style="list-style-type: none"> • Research and Management Supervisors • International Marketing Managers and Supervisors • International Merchandising Managers and Supervisors • Marketing Managers • Property, Real Estate and Association Managers and Supervisors • Small Business Owners and Entrepreneurs • E-commerce Managers and Entrepreneurs • Wholesale and Retail Buyers • International Distribution Managers • Warehouse Managers • Logistics Managers/Supervisors • Logistics Managers/Coordinators • Market Researchers 	<ul style="list-style-type: none"> • Marketing Information Managers • Public Relations Specialists • Public Relations Writers • Copywriters • Media Coordinators • Art Directors • Graphic Designers • Event Managers • Advertising Salespersons • Route Salespersons • Distribution Workers • Wholesale, Freight, Stocking, Handling, Material Moving and Packing Workers • Traffic, Shipping and Receiving Clerks • Demonstrators and Product Promoters • Retail Salespeople and Associates • Telemarketers
Administrative and Information Support	<ul style="list-style-type: none"> • Administrative Assistants • Executive Assistants • Office Managers • Administrative Support Medical Front Office Assistants • Information Assistants • Desktop Publishers • Customer Service Assistants 	<ul style="list-style-type: none"> • Data Entry Specialists • Receptionists • Communications Equipment Operators • Computer Operators • Court Reporters • Stenographers • Dispatchers • Shipping and Receiving Personnel 	<ul style="list-style-type: none"> • Records Processing Occupations including Library Assistants and Order Processors • Word Processors • Typists • Medical Transcriptionists • Legal Secretaries • Paralegals

Wyoming's Highest-Paying, Fastest-Growing Jobs

Title	Basic Description O*NET/SOC Description (may be truncated)	Anticipated Total 2014 Employment	
Source: See footnote #1	Source: See footnote #1	Source: See footnote #1	
Chief executives	Determine and formulate policies and provide the overall direction of companies or private and public sector organizations within the guidelines set up by a board of directors or similar governing body.	588	
Executive secretaries and administrative assistants	Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.	2,539	
First-line supervisors/managers of construction trades and extraction workers	Directly supervise and coordinate activities of construction or extraction workers.	4,126	
First-line supervisors/managers of helpers, laborers, and material movers, hand	Supervise and coordinate the activities of production and operating workers, such as inspectors, precision workers, machine setters and operators, assemblers, fabricators, and plant and system operators. Excludes team or work leaders.	522	
First-line supervisors/managers of nonretail sales workers	Directly supervise and coordinate activities of sales workers other than retail sales workers. May perform duties such as budgeting, accounting, and personnel work, in addition to supervisory duties.	721	
First-line supervisors/managers of office and administrative support workers	Supervise and coordinate the activities of clerical and administrative support workers.	2,088	
First-line supervisors/managers of production and operating workers	Supervise and coordinate the activities of production and operating workers, such as inspectors, precision workers, machine setters and operators, assemblers, fabricators, and plant and system operators.	1,479	
First-line supervisors/managers of retail sales workers	Directly supervise sales workers in a retail establishment or department. Duties may include management functions, such as purchasing, budgeting, accounting, and personnel work, in addition to supervisory duties.	4,158	

1. Source: doe.state.wy.us/lmi
2. Source: www.careerinfonet.org

Business, Management & Administration

	Wyoming Number of New Jobs, Projected 2004-2014	Wyoming Estimated Hourly Average Wage	Wyoming Estimated Yearly Wage	Most Common Education/ Training	Suggested Programs of Study	Is at least one of these programs available in Wyoming?
	Source: See footnote #1	Source: See footnote #1	Source: See footnote #1	Source: See footnote #2	Source: See footnote #2	
	112	\$47.76	\$99,338	Bachelor's or higher degree, plus work experience	<ul style="list-style-type: none"> • Business Administration and Management • Business/Commerce • Entrepreneurship/Entrepreneurial Studies • Public Administration 	Yes
	437	\$17.24	\$35,853	Work experience in a related occupation	<ul style="list-style-type: none"> • Administrative Assistant and Secretarial Science • Executive Assistant/ Executive Secretary • Medical Administrative/ Executive Assistant and Medical Secretary 	Yes
	1,361	\$22.62	\$47,070	Work experience in a related occupation	<ul style="list-style-type: none"> • Building/Construction Finishing, Management, and Inspection • Building/Construction Site Management 	Yes
	138	\$19.94	\$41,472	Work experience in a related occupation	<ul style="list-style-type: none"> • Business Administration and Management • Business/Commerce 	Yes
	137	\$22.47	\$46,735	Work experience in a related occupation	<ul style="list-style-type: none"> • Business, Management, Marketing, and Related Support Services • General Merchandising, Sales, and Related Marketing Operations • Special Products Marketing Operations • Specialized Merchandising, Sales, and Marketing Operations 	Yes
	308	\$19.77	\$41,117	Work experience in a related occupation	<ul style="list-style-type: none"> • Customer Service Management • Medical/Health Management and Clinical Assistant/Specialist • Office Management and Supervision 	Yes
	349	\$27.82	\$57,864	Work experience in a related occupation	<ul style="list-style-type: none"> • Operations Management and Supervision 	Yes
	337	\$16.09	\$33,470	Work experience in a related occupation	<ul style="list-style-type: none"> • Business, Management, Marketing, and Related Support Services • Consumer Merchandising/ Retailing Management • E-Commerce/Electronic Commerce • Retailing and Retail Operations • Selling Skills and Sales Operations • Special Products Marketing Operations 	Yes

For additional information
and resources, go to:

http://www.wyomingworkforce.org/resources/links_career.aspx

Wyoming's Highest-Paying, Fastest-Growing Jobs

Title	Basic Description O*NET/SOC Description (may be truncated)	Anticipated Total 2014 Employment
Source: See footnote #1	Source: See footnote #1	Source: See footnote #1
First-line supervisors/managers of transportation and material-moving machine and vehicle operators	Directly supervise and coordinate activities of transportation and material-moving machine and vehicle operators and helpers.	1,241
General and operations managers	Plan, direct, or coordinate the operations of companies or public and private sector organizations.	6,894
Library technicians	Assist librarians by helping readers in the use of library catalogs, databases, and indexes to locate books and other materials, and by answering questions that require only brief consultation of standard reference.	370
Management analysts	Conduct organizational studies and evaluations, design systems and procedures, conduct work simplifications and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively.	436
Medical and health services managers	Plan, direct, or coordinate medicine and health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations.	826
Medical records and health information technicians	Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system.	389
Medical secretaries	Perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.	875
Medical transcriptionists	Use transcribing machines with headset and foot pedal to listen to recordings by physicians and other healthcare professionals dictating a variety of medical reports, such as emergency room visits, diagnostic imaging studies, operations, chart reviews, and final summaries.	387
Receptionists and information clerks	Answer inquiries and obtain information for general public, customers, visitors, and other interested parties.	1,875
Shipping, receiving, and traffic clerks	Verify and keep records on incoming and outgoing shipments. Prepare items for shipment.	1,078

1. Source: doe.state.wy.us/lmi
2. Source: www.careerinfonet.org
3. Master of Science in Nursing, Master of Science, doctoral degrees
4. Master of Public Health, Doctor of Public Health degrees

“He who wishes to be rich in a day will be hanged in a year.”

—Leonardo da Vinci

Business, Management & Administration

Wyoming Number of New Jobs, Projected 2004-2014	Wyoming Estimated Hourly Average Wage	Wyoming Estimated Yearly Wage	Most Common Education/ Training	Suggested Programs of Study	Is at least one of these programs available in Wyoming?
Source: See footnote #1	Source: See footnote #1	Source: See footnote #1	Source: See footnote #2	Source: See footnote #2	
403	\$26.44	\$54,977	Work experience in a related occupation	<ul style="list-style-type: none"> • Business Administration and Management • Business/Commerce 	Yes
1,801	\$37.99	\$79,025	Bachelor's or higher degree, plus work experience	<ul style="list-style-type: none"> • Business Administration and Management • Business/Commerce • Entrepreneurship/Entrepreneurial Studies • International Business/Trade/Commerce Public Administration 	Yes
40		\$23,193	Postsecondary vocational award	<ul style="list-style-type: none"> • Library Assistant/Technician 	Yes
104	\$30.04	\$62,489	Bachelor's or higher degree, plus work experience	<ul style="list-style-type: none"> • Business Administration and Management • Business/Commerce 	Yes
143	\$34.80	\$72,375	Bachelor's or higher degree, plus work experience	<ul style="list-style-type: none"> • Health Services Administration • Hospital and Health Care Facilities Administration/Management • Nursing Administration³ • Public Health, General⁴ 	Yes
89	\$14.75	\$30,678	Associate degree	<ul style="list-style-type: none"> • Health Information/Medical Records Technology • Medical Insurance Coding Specialist/Coder 	Yes
112	\$13.46	\$27,994	Moderate-term on-the-job training	<ul style="list-style-type: none"> • Medical Administrative/Executive Assistant and Medical Secretary • Medical Insurance Specialist/Medical Biller • Medical Office Assistant/Specialist 	Yes
75	\$13.03	\$27,118	Postsecondary vocational award	<ul style="list-style-type: none"> • Medical Transcription 	Yes
404	\$10.48	\$21,804	Short-term on-the-job training	<ul style="list-style-type: none"> • General Office Occupations and Clerical Services • Health Unit Coordinator/Ward Clerk • Medical Reception 	Yes
191	\$13.58	\$28,236	Short-term on-the-job training	<ul style="list-style-type: none"> • General Office Occupations and Clerical Services • Traffic, Customs, and Transportation Clerk 	Yes

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“Destiny is not a matter of chance, it is a matter of choice; it is not a thing to be waited for, it is a thing to be achieved.” —William Jennings Bryan

WYOMING LICENSED OCCUPATIONS

	Occupation Title	Licensing Agency
	Accountants, Certified Public	Board of CPAs 2020 Carey Avenue, Suite 100 Cheyenne, Wyoming 82002-0610
	Administrators, Education - preschool, child care, elementary, secondary, postsecondary	Professional Teaching Standards Board 1920 Thomas Ave, Suite 400 Cheyenne, Wyoming 82002
	Administrators, Nursing Home	Board of Nursing Home Administrators 1120 Logan Avenue, Suite 106 Cheyenne, Wyoming 82002
	Appraisers, General	Wyoming Certified Real Estate Appraiser Board 2020 Carey Avenue, Suite 100 Cheyenne, Wyoming 82002
	Claims Adjusters	Wyoming Insurance Department Herschler Building, Third Floor East 122 West 25th Street Cheyenne, Wyoming 82002
	Insurance Salespersons	Wyoming Insurance Department Herschler Building 122 West 25th Street Cheyenne, Wyoming 82002
	Lawyers	Board of Law Examiners P.O. Box 109 Cheyenne, Wyoming 82003
	Real Estate Brokers	Wyoming Real Estate Commission 2020 Carey Avenue, Suite 100 Cheyenne, Wyoming 82002-0180
	Real Estate Salespersons	Wyoming Real Estate Commission 2020 Carey Avenue, Suite 100 Cheyenne, Wyoming 82002-0180
	Securities, Commodities, and Financial Services Sales Agents	Securities Division Wyoming Secretary of State Capitol Building, Rm 109 Cheyenne, Wyoming 82002-0020

Please go to http://wydoe.state.wy.us/Imi/DIR_LIC/TOC.HTM for complete licensing and training requirements.

PROGRAMS OF STUDY

WYOMING

COMMUNITY

COLLEGES

BUSINESS, MANAGEMENT

& ADMINISTRATION

Casper College

Central Wyoming College

Eastern Wyoming College

**Laramie County
Community College**

Northwest College

**Northern Wyoming
Community College District**

**Western Wyoming
Community College**

MAJORS

Accounting

Accounting (Award of Completion)

Accounting – Bookkeeping

Accounting – Career

Administrative Assistant

Agribusiness Technology

Agriculture Business

Auto Parts Management

Business

Business Administration

Business Administration – Distance Learning

Business Education

Business Management

Business Office Technology

Clerk-Typist

Computer Support Specialist

Construction Management

Customer Service

Customer Service – Business Environment

Customer Service – Business Skills

Customer Service – Computer Skills

Customer Service – Contact Skills

Customer Service – Specialist

Economics

Economics and Finance

English – Writing

Entrepreneurship

Equine Business Management

Equine Training Management

Farm and Ranch Management

AS - Associate of Sciences

AA - Associate of Arts

AAS - Associate of Applied Sciences

AB - Associate of Business

C - Certificate

AB

AS

AS

AS, AAS

AS

**AA, AAS,
AS**

C

C

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AAS

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AAS, C

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AS, AAS

AS

AS

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AA, AS

AAS

AAS

AA, AS, C

AB

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PROGRAMS OF STUDY

WYOMING COMMUNITY COLLEGES

BUSINESS, MANAGEMENT & ADMINISTRATION

Casper College

Central Wyoming College

Eastern Wyoming College

Laramie County
Community College

Northwest College

Northern Wyoming
Community College District

Western Wyoming
Community College

MAJORS

Farrier Business Management
General Office/Clerical Skills
General Studies
General Studies in Business
General Technology
Hospitality Management
Hospitality – Food and Beverage Management
Hospitality – Human Resource Management
Hospitality – Marketing and Sales Management
Hotel and Restaurant Management
Hotel Management
Leadership and Organizational Management
Major Hotel Management
Major Restaurant Management
Management
Management Information Systems
Medical Office Support
Office Information Systems
Office Management
Office Specialist
Office Support
Paraprofessional Accounting
Pre-Professional
Printing Management
Printing Production
Professional Desktop Publishing
Public Administration
Restaurant Management
Rodeo Production Management
Software Support Specialist

AS - Associate of Sciences
AA - Associate of Arts
AAS - Associate of Applied Sciences
C - Certificate

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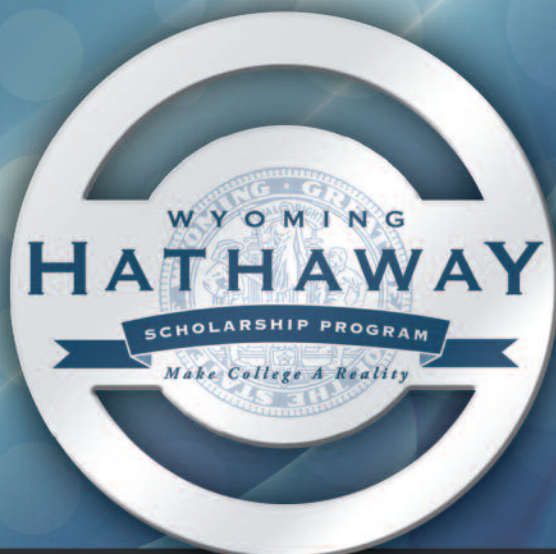
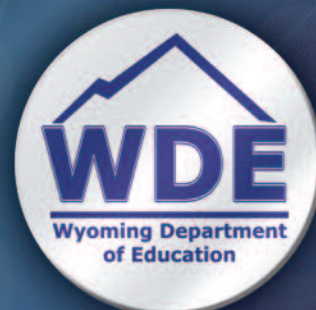
UNIVERSITY OF WYOMING

COLLEGE OF AGRICULTURE		Bachelor's	Master's	Doctorate
MAJORS	Agriculture Business	●	●	●
	Agriculture Economics	●	●	
COLLEGE OF ARTS AND SCIENCES				
MAJORS	Communications	●	●	
	Planning – Community and Regional		●	
	Public Administration		●	
COLLEGE OF BUSINESS				
MAJORS	Accounting	●	●	
	Business Administration	●	●	
	Business Economics	●		
	Economics	●	●	●
	Finance	●	●	
	Management	●		
	Marketing	●		

*Combination programs that cross over more than one discipline. May be signed up for in any of the listed colleges.

Degree: An award conferred by a college or university signifying that the recipient has satisfactorily completed a defined academic or vocational-technical program of study: Associate of Arts, Associate of Science, Associate of Applied Science, Bachelor of Arts, or Bachelor of Science.

Certificate: An official document issued to a student by a college or university attesting to the training, aptitude and/or qualification gained from the satisfactory completion of a defined program of study. Credit hours vary from 0 to 60 credit hours and are awarded for attendance or specific skills gained. (Attendance requirements vary from one hour to two years of study, depending upon program requirements.)

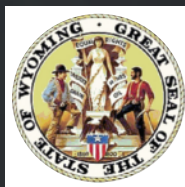


Notice

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Future versions of the Wyoming Career Cluster Guides and accompanying Planning Guide may be modified in terms of content and format based upon user input. Please direct all suggestions and inquiries in writing to:

Career Cluster Coordinator
Wyoming Department of Education
2300 Capitol Avenue
Hathaway Building, 2nd Floor
Cheyenne, WY 82002-0050



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States' Career Clusters Initiative 2006
www.careerclusters.org